

## Job Description

<b>Post</b>	Teacher
<b>Responsible to</b>	Head of Subject, Head of Department and Senior Tutor, as appropriate
<b>Hours</b>	1265 hours directed time on 195 days per year (pro rata for part time)
<b>Working closely with</b>	Other teachers within the curriculum area, group tutors, senior tutors: support staff and relevant staff with cross college responsibilities.

### Key Purpose

- To support the aims and values of the college as detailed in the college's statement of purpose, vision and values
- To support and embed the college's strategic aims and the LT&A strategy, through classroom practice
- To contribute to curriculum development in specific subject area(s)
- To monitor, support and report on the overall progress and development of students as a teacher within the pastoral structure and as a personal tutor

### Duties and Areas of Responsibility:

#### Learning, Teaching & Assessment

Teach an appropriate programme in accordance with the duties of a standard scale teacher.

Assess students' work in conjunction with the college and departmental assessment policy.

Contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area.

Actively monitor and follow up on student absences, liaising with HOS, HOD, Senior Tutor as appropriate.

Implement college policies and procedures, e.g. health and safety and comply with statutory requirements to safeguard and protect the welfare of children, young people and vulnerable adults

Contribute to development within the subject for example in terms of curriculum, processes, LT&A and staffing, in line with departmental strategies.

Contribute to the planning activities of the curriculum area, and to ensure that the planning of the curriculum area reflects the needs of the students and the curriculum intent of the department and college.

In conjunction with the HOD / HOS foster the application of IT within the department, including the development of materials for independent learning.

Contribute to the development and delivery of your curriculum subject(s).

Ensure that learning, teaching and assessment strategies are used in order to meet the needs of all learners and intervention strategies are used appropriately.

Contribute to the sharing of good practice across the subject, department and whole college where appropriate.

#### Subject/Department

Contribute effectively to the subject/dept team, ensuring positive working relationships and successful group tasks as required.

Contribute to appropriate arrangements for classes of absent colleagues, including cover of lessons.
Support other colleagues and facilitate a trainee within the subject as appropriate.
Contribute to events which actively promote subjects within the department to potential students.
Engage in the student induction, advice and guidance process for the department.
Complete UCAS proformas and references as required.
Ensure that correct procedures are followed for the organisation of NEA (non-exam assessment) and other external assessments.
Contribute to the usage, storage and security of resources, equipment and software.
Undertake any other appropriate duties as assigned by the Principal.
<b>Quality Assurance</b>
Actively contribute to quality processes and related documentation within the subject and work with / assist the HOS and HOD in the quality assurance of the subject(s).
Contribute to the process of the setting of targets within the subject and to work towards their achievement.
Implement common standards of practice within the subject area and develop effective teaching and learning styles.
<b>Communication</b>
Ensure effective communication/consultation as appropriate with parents and carers of students.
Contribute to the college liaison and marketing activities e.g. the development of effective subject links with partner schools and the community, attendance at open events and parents' consultation evenings, and the collection of material for press releases.
<b>Pastoral</b>
Monitor, support and report on the progress and development of students.
Act as a personal tutor, as required, and to carry out the duties associated with that role.
<b>Continuing Professional Development (CPD)</b>
Participate positively in staff development activities.
Participate positively and actively in Continual Professional Development through the Professional Review process, ensuring that individual targets are in line with subject and department priorities and subject QIP as well as supporting your own CPD and career development.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

**The above job description was agreed as detailed below:**

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>